

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 735-8660

289 East Main Street Batavia 45103 Clermont
(Address) (City) (Zip code) (County)

(2) FROM: Clermont County Department of Public Safety Services 4010
(Political subdivision name) (Unit)

Beth Nevel Beth Nevel Director
(Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 9-30-09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8)* Media Type | (9) For use by Auditor of State or OHS-LGRP |
|------------------------|--|--|-------------------------------|--|
| 4010-01 | Annual Budgets Budget Preparation Paperwork | 5 years | Paper/Electronic | |
| 4010-02 | Annual Report | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | |
| 4010-02A | Annual Reports | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | |
| 4010-02B | Annual Reports | Permanent | Microfilm | |
| 4010-03 | Bids (Unsuccessful) | 2 Fiscal years after Board Action | Paper/Electronic | |
| 4010-04 | 911 Call Tapes | 90 days erase and reuse provided no action pending | Electronic | |

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Clermont County Department of Public Safety Services
(political subdivision name)

4010
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8)* Media Type | (9) For use by Auditor of State or OHS- |
|------------------------|---|---|-------------------------------|--|
| 4010-05 | Contracts | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | |
| 4010-05A | Contracts | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | |
| 4010-05B | Contracts | 15 years after expiration | Microfilm | |
| 4010-06 | Correspondence – Administrative/Operational | 2 years | Paper/Electronic | |
| 4010-07 | Daily Pass On (Shift Report Of Calls) (Summary Of Complaint Cards) | 1 year | Paper/Electronic | |
| 4010-08 | Department Staff Meeting Notes | 2 years | Paper/Electronic | |
| 4010-09 | Electronic Mail - Email | Retain according to content | Paper/Electronic | |
| 4010-10 | Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records | 3 years after Fiscal year, provided audited Original maintained at Auditor's Office | Paper/Electronic | |
| 4010-11 | Grant Records | 3 years after Final Report is submitted to the granting institution (Federal and State Grants – Grant Requirements Supersede) | Paper/Electronic | |
| 4010-12 | Local Emergency Planning Committee Meeting Minutes | 3 years | Paper/Electronic | |
| 4010-13 | Pay Ins to Treasury Records | 3 years, provided audited | Paper/Electronic | |
| 4010-14 | Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports | 3 years | Paper/Electronic | |

Audited within the years encompassed by the record have been verified by the Auditor of State and the above report has been released pursuant to Sec. 117.26 G.R.G.

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FROM: Clermont County Department of Public Safety Services
(political subdivision name)

4010
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

| (5) | (6) | (7) | (8)* | (9) |
|-----------------|---|--|------------------|-------------------------------------|
| Schedule Number | Record Title and Description | Retention Period | Media Type | For use by Auditor of State or OHS- |
| 4010-15 | Personnel Files - Copies | 90 days – Original kept at Human Resources | Paper/Electronic | |
| 4010-16 | Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations | Permanent until superseded or replaced | Paper/Electronic | |
| 4010-17 | Records Requests - Tape/Information Requests | 1 year | Paper/Electronic | |
| 4010-18 | SERC (State Emergency Response Commission) Tier II Reports | 7 years | Paper/Electronic | |
| 4010-19 | Uniform Records | 3 years, provided audited | Paper/Electronic | |
| 4010-20 | Visitor Sign In Sheets | 1 year | Paper/Electronic | |
| 4010-21 | Computer Aided Dispatch Records | 7 years | Paper/Electronic | |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 G.R.C.